

Volume

2

ADMINISTRATION USERS GUIDE

DCMC Metrics Spreadsheet

Final Version

DCMC METRICS SPREADSHEET

Administration Users Guide

Prepared by:

Tidewater Consultants, Inc.

471 East Broad Street • Suite 1610

Phone 614 228-5002 • Fax 614 228-5797

Under Subcontract To:

PRC, Inc.

12005 Sunrise Valley Drive

Reston, Virginia 22091

Phone 703 264-5475 • Fax 703 620-8184

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1. Users

1.1 Summary

The Users screen (Figure 1.1) is available to User Admin and Super Users. (See Appendix B for an explanation of user privileges.) These users can access the Users screen from any Metrics spreadsheet screen. The Users screen cannot be accessed from the Menu Screen, which is used only to access spreadsheet screens. (See Section 3.)

To open the Users screen, select the Addministration option. Then select Uusers from the list of Addministration options. **Note: The numbers in the data boxes in Figure 1.1 correspond to the section numbers that contain pertinent field information.**

Authorized users can use this screen to update the list of users. This includes changing existing information, adding new users and deleting old ones.

The screenshot shows a window titled "Users" with a menu bar (File, Edit, Spreadsheet, Administration, Help) and a toolbar with icons for file operations and help. The main area is divided into two sections: "User Information" and "Security Information".

User Information

- User ID: 1.7.1
- Last Name: 1.7.2
- First Name: 1.7.3
- Organization: 1.7.4

Security Information

User Type:

- ☐ User
- ☒ User Admin
- ☐ Super User

At the bottom, there are "Search" and "Insert" buttons, and a status bar showing "Record 1 of 8". A callout box labeled "Paging Arrows" points to navigation buttons (less than, greater than) in the status bar.

Figure 1.1 Users Screen
(Numbers in fields refer to section numbers.)

1.2 Adding New Users

To add a new user, click the **Insert** button. The screen displays all blank fields, and is ready for you to add information about a new user.

1.3 Editing User Information

To change information about a user, you must first display that user's existing data. There are two ways to locate and display the desired user.

- 1) Use the on-screen arrows (See Figure 1.1.) to page through the list of existing users until you find the one you want.
- 2) Use the search command by clicking the **Search** button near the bottom of the screen.

If you use the search command, a pop-up Search window will appear. To search by the user's last name (Figure 1.2), click in the check box in front of the Last Name option and then type in the last name of the user that you want. To search by user ID (Figure 1.3), click the check box in front of the User ID option and then type in the user ID for the user that you want. After you enter the requested name or ID, click on **OK**. Information about that user will be displayed. You can edit the information after it is displayed. You can close the Search pop-up window if you do not want to search for a record by clicking the **Cancel** button.

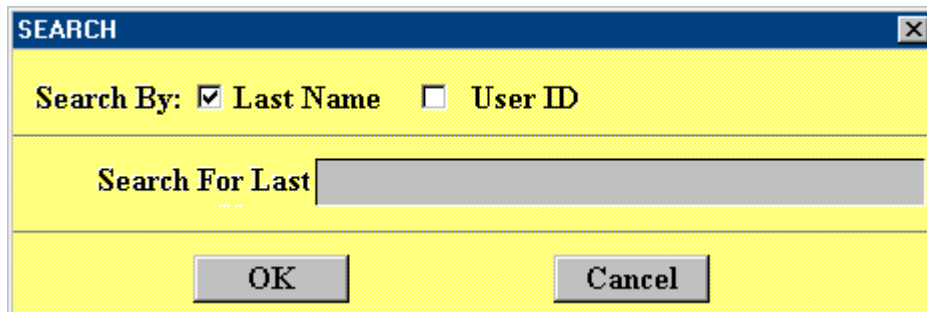
A screenshot of a 'SEARCH' dialog box. The title bar is blue with the word 'SEARCH' in white. The main area has a yellow background. It contains the text 'Search By:' followed by two options: 'Last Name' with a checked checkbox and 'User ID' with an unchecked checkbox. Below this is a text input field with the label 'Search For Last' and a small '...' icon. At the bottom are two buttons: 'OK' and 'Cancel'.

Figure 1.2 Search by Last Name Window

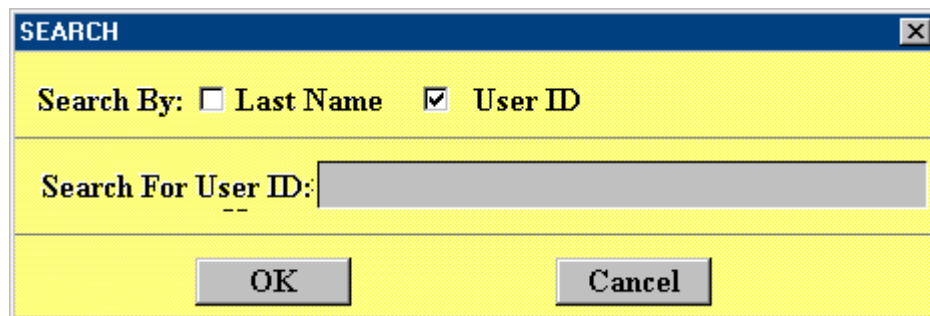
A screenshot of a 'SEARCH' dialog box. The title bar is blue with the word 'SEARCH' in white. The main area has a yellow background. It contains the text 'Search By:' followed by two options: 'Last Name' with an unchecked checkbox and 'User ID' with a checked checkbox. Below this is a text input field with the label 'Search For User ID:' and a small '...' icon. At the bottom are two buttons: 'OK' and 'Cancel'.

Figure 1.3 Search by User ID Window

1.4 Deleting a User

In order to delete a user, you must first display that user's information on the screen. You use the same method to display a user that you want to delete as you do to display a user for editing purposes. (See Section 1.3.) Once the user that you want to delete is displayed on the screen, select the Delete icon or select Ddelete from the Edit options. The Delete window shown in Figure 1.4 will pop up.

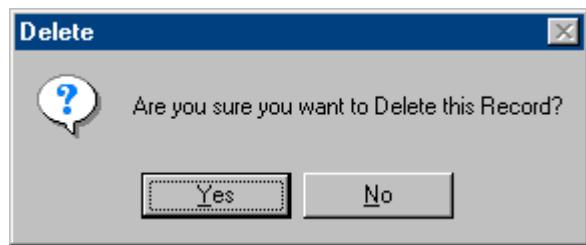


Figure 1.4 Delete Pop-Up Window

If you want to delete the record that you see on the screen, click on **Yes**. Another window will pop up to tell you the record was successfully deleted. Click on **OK**. Your record is deleted and you are returned to record one on the Users screen.

If you do not want to delete the record that you see on the screen, click on **No**. The Delete pop-up window will close.




1.5 Users Screen Functions

Table 1.1 contains information about the various functions that you can access via the tool bar and menu bar found on the Users screen.

Table 1.1 Users Screen Functions

Tool Bar Icon	Menu Bar Item: Function	Action	What happens
	File: <u>S</u> ave	Save	Saves your changes, additions, deletions into the database.
	File: <u>P</u> rint	Print screen	Sends a "picture" of whatever is on the monitor to the printer for a paper copy.
	File: <u>C</u> ancel	Cancel	Deletes the information you are currently entering and reverts back to the information entered during the last save.
	File: <u>E</u> xit	Exit	Sends you out of the application with a subsequent option of saving any changes you made before you exit. (See sections 1.3 and 1.4 in Users Guide.)

Table 1.1 Organizations Screen Functions - Cont'd

	<u>E</u> dit: <u>D</u> ele	Delete	Remove a record. See Section 1.4.
	<u>S</u> pread- sheet	Menu	Returns the Menu screen from any spreadsheet screen. Provides the opportunity to save changes.
	<u>H</u> elp: <u>C</u> ontents (F1 Key)	Help	Displays the Metrics help facility. (See Section 2.2.5 in Users Guide.)

1.6 Exiting the Users Screen

You can exit the Users screen (and Metrics application) by clicking on the Exit icon. Another way to exit is to select File on the menu bar by pressing the Alt and F keys on your keyboard at the same time (or by clicking on File) and then select Exit by pressing Alt and X (or clicking on Exit. Section 1.4 has more detailed information on exiting.

1.7 Users Screen Fields

1.7.1 User ID

Enter the 8 position user identifier logon.

1.7.2 Last Name

Enter the user's last name (up to twenty positions).

1.7.3 First Name

Enter the user's first name (up to twenty positions).

1.7.4 Organization

Click on the down arrow on the right side of the Organization box, find the Contract Administration Office (CAO) to which the user belongs and then click on it. Use the scrolling arrows along the right side of the drop-down list box to display additional organizations.

1.8 Security Information

This section allows User Admin and Super Users to give a user access to various screens of the Metrics application based on the user's position. Appendix B explains the user privileges associated with each user type. To select the user type for the displayed user, click in the check box in front of the appropriate classification.

2. Organizations

2.1 Summary

The Organizations screen (Figure 2.1) is available only to Super Users. (See Appendix B for an explanation of user privileges.) These users can access the Organizations screen from any Metrics spreadsheet screen. The Organizations screen cannot be accessed from the Menu Screen, which is used only to access spreadsheet screens. (See Section 3.)

To open the Organizations screen, select the Aadministration option. Then select Organizations from the list of Administration options. **Note: The numbers in the data boxes in Figure 2.1 correspond to the section numbers that contain pertinent field information.**

Authorized users can use this screen to update the list of organizations. This includes changing existing information, adding new organizations and deleting old ones.

The screenshot shows a window titled "Organizations" with a menu bar (File, Edit, Spreadsheet, Administration, Help) and a toolbar with icons for file operations and help. The main area contains four input fields: "Code:" with value "2.7.1", "Name:" with value "2.7.2", "District:" with value "2.7.3" and a dropdown arrow, and "Type of Organization:" with value "2.7.4" and a dropdown arrow. At the bottom, there are "Search" and "Insert" buttons, and a status bar showing "Record 1 of 91". A callout box labeled "Paging Arrows" points to navigation buttons (less than, greater than) in the status bar.

Figure 2.1 Organizations Screen
(Numbers in fields refer to section numbers.)

2.2 Adding New Organizations

To add a new organization, click the **Insert** button. The screen will display all blank fields, and is ready for you to add information about a new organization.

2.3 Editing Organization Information

To change information about an organization, you must first display that organization's existing data. There are two ways to locate and display the desired organization.

- 1) Use the on-screen arrows (See Figure 2.1) to page through the list of existing organizations until you find the one you want.
- 2) Use the search command by clicking the **Search** button near the bottom of the screen.

If you use the search command, a pop-up Search window will appear. To search by organization code (Figure 1.2), click in the check box in front of the Organization Code option and then type in the Organization Code that you want. To search by organization name (Figure 1.3), click the check box in front of the Organization Name option and then type in the Organization Name that you want. After you enter the requested code or name, click on **OK**. Information about that organization will be displayed. You can edit the information after it is displayed. You can close the Search pop-up window if you do not want to search for a record by clicking the **Cancel** button.

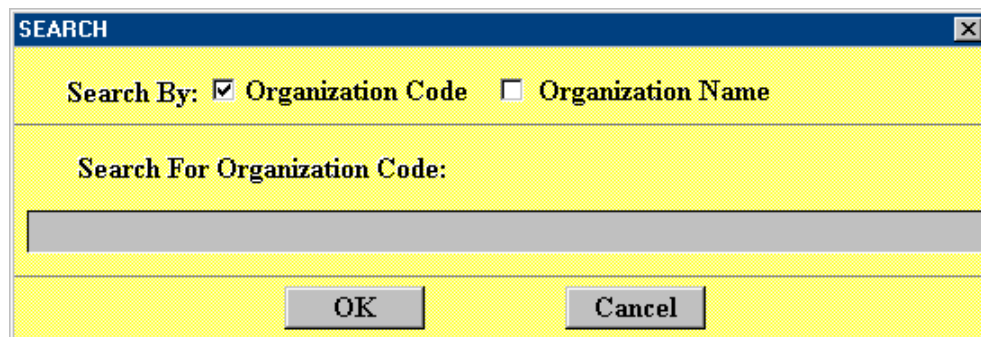
A screenshot of a search window titled "SEARCH". It has a yellow background and a blue title bar with a close button. The window contains two radio buttons under the label "Search By:". The first radio button is checked and is next to the text "Organization Code". The second radio button is unchecked and is next to the text "Organization Name". Below this, there is a label "Search For Organization Code:" followed by a text input field. At the bottom of the window are two buttons: "OK" and "Cancel".

Figure 2.2 Search by Organization Code Window

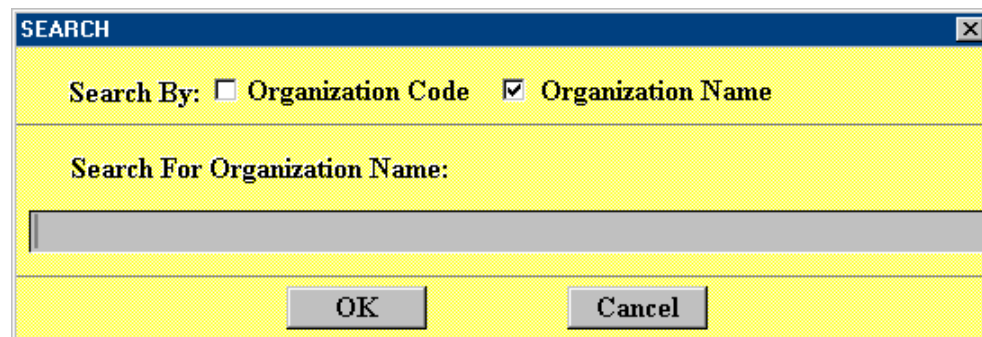
A screenshot of a search window titled "SEARCH". It has a yellow background and a blue title bar with a close button. The window contains two radio buttons under the label "Search By:". The first radio button is unchecked and is next to the text "Organization Code". The second radio button is checked and is next to the text "Organization Name". Below this, there is a label "Search For Organization Name:" followed by a text input field. At the bottom of the window are two buttons: "OK" and "Cancel".

Figure 2.3 Search by Organization Name Window

2.4 Deleting an Organization

In order to delete an organization, you must first display that organization and its related information on the screen. You use the same method to display an organization that you want to delete as you do to display an organization to edit. (See Section 1.3.) Once the organization that you want to delete is displayed on the screen, select the Delete icon or select Ddelete from the Edit options. The Delete window shown in Figure 1.4 will pop up.

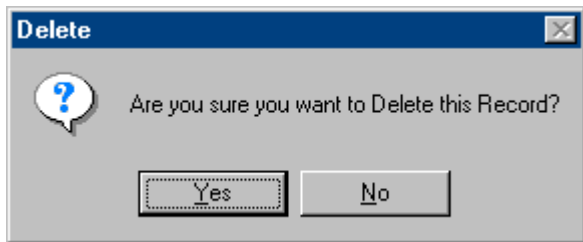


Figure 2.4 Delete Pop-Up Window

If you want to delete the record that you see on the screen, click on **Yes**. Another window will pop up to tell you whether or not the record was successfully deleted. Click on **OK**. Your record is deleted and you are returned to record one on the Organizations screen.

If you do not want to delete the record that you see on the screen, click on **No**. The Delete pop-up window will disappear.

2.5 Organizations Screen Functions

Table 2.1 contains information about the various functions that you can access via the tool bar and menu bar found on the Organizations screen.

Table 2.1 Organizations Screen Functions

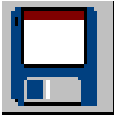


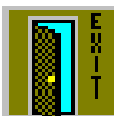



Tool Bar Icon	Menu Bar Item: Function	Action	What happens
	File: <u>S</u> ave	Save	Saves your changes, additions, deletions into the database.
	File: <u>P</u> rint	Print screen	Sends a "picture" of whatever is on the monitor to the printer for a paper copy.
	File: <u>C</u> ancel	Cancel	Deletes the information you are currently entering and reverts back to the information entered during the last save.
	File: <u>E</u> xit	Exit	Sends you out of the application with a subsequent option of saving any changes you made before you exit. (See sections 1.3 and 1.4 in Users Guide.)

Table 2.1 Organizations Screen Functions - Cont'd

	<u>E</u> dit: <u>D</u> elete	Delete	Remove a record. See Section 2.4.
	<u>S</u> pread- sheet	Menu	Returns the Menu screen from any spreadsheet screen. Provides the opportunity to save changes.
	<u>H</u> elp: <u>C</u> ontents	Help	Displays the Metrics help facility. (See Section 2.2.5 in Users Guide.)

2.6 Exiting the Organizations Screen

One way to exit the Organization Screen and Metrics application is by clicking on the Exit icon. An alternate way to exit is to select File on the menu bar by clicking on it (or by pressing the Alt and F keys on your keyboard at the same time) and then clicking on Exit (or pressing the Alt and X keys). Section 1.4 has more detailed information on how to exit.

2.7 Organizations Screen Fields

2.7.1 Code

Enter the 2-3 position alphabetic code which represents an organization. This is the information that appears in automatically populated field, Organization, that is located at the top of the spreadsheet screens.

2.7.2 Name

Enter the 50-position descriptive name that is associated with the organization code.

2.7.3 District

Select the five-position alphanumeric code representing the district in which the specified Organization resides from the District drop-down list. To view this list, click on the down arrow on the right side of the District box.

2.7.4 Type of Organization

Select the organization type from the Type of Organization drop-down list. To view this list, click on the down arrow on the right side of the Type of Organization box. The two choices in the list are Resident (formerly DPRO) and Non Resident (formerly DCMAO).

3. Appendix A. Error Messages

I. Screen-Specific Messages

A. Users Screen

ERROR MESSAGE	ERROR TYPE
Are you sure you want to Delete this Record?	Delete
Delete failed, contact METRICS System Administrator.	Update Fail
Save Successful	Update
Update failed, contact METRICS System Administrator.	Update Fail
User Information has changed, would you like to update?	User Information Change
User (user name) has not been found, would you like to add this User?	Not Found
Save Successful	Insert
Insert failed, contact METRICS System Administrator	Insert Failed
Are you sure you want to Cancel?	CANCEL
User Information has changed would you like to update before exiting?	User Information Change

B. Organizations Screen

ERROR MESSAGE	ERROR TYPE
Save Successful	Update
Update failed, contact METRICS System Administrator.	Update Fail
Save Successful	Insert
Insert failed, contact METRICS System Administrator!	Insert Failed
Are you sure you want to Delete this Record?	Delete
Delete failed, contact METRICS System Administrator.	Delete Failed
Organization Information has changed, would you like to update?	Organization Information Change
Organization (Organization Name) has not been found, would you like to add this Organization?	Not Found
Are you sure you want to Cancel?	CANCEL
Organization Information has changed, would you like to update before exiting?	Organization Information Change

II. Global Message

INFORMATION MESSAGE	INFORMATION TYPE
Do you want to Exit the METRICS Spreadsheet?	EXIT

4. Appendix B. User Types and Access Privileges

The Users screen contains fields that allow User Admin and Super Users to assign a security category to an individual according to that person's job or position. Each category has specific access privileges associated with it. The three categories and their access rights are listed below.

1. User - Metrics application users have access to the Metrics spreadsheet screens where they can enter, change or delete information as needed.
2. User Admin - Like the User, the User Admin can also view and edit information on the spreadsheets. In addition, the User Admin has access to the Users screen (Administration function). See Section 2.2.4 in the Users Guide for information about accessing the Users screen and Section 1 in this Administration Users Guide for information specific to the Users screen.
3. Super User - The Super User can view and edit everything that the User Admin can. The Super User can also access the Organizations screen (Administration function). Section 2.2.4 in the Users Guide explains how to access the Organizations screen while Section 3 in this Administration Users Guide explains how to use the Organizations screen.